

20 KAR 1:010. Access to public records of State Treasury.

RELATES TO: KRS 61.870-61.884

STATUTORY AUTHORITY: KRS 61.876

NECESSITY, FUNCTION, AND CONFORMITY: KRS 61.876 requires that each public agency shall adopt rules and administrative regulations to provide full access to public records, to protect public records from damage and disorganization, to prevent excess disruption of its essential functions, to provide assistance and information upon request and to ensure efficient and timely action in response to application for inspection of public records. This administrative regulation proposes to fulfill this statutory requirement.

Section 1. The principal office location for the State Treasury is the first floor of the Capitol Annex, Frankfort, Kentucky 40601. Regular office hours are 8 a.m. to 4:30 p.m., Monday through Friday, prevailing time in Frankfort, Kentucky.

Section 2. The title of the official custodian of the records of the State Treasury is the State Treasurer of the Commonwealth of Kentucky, whose address is Capitol Annex, Frankfort, Kentucky 40601.

Section 3. Fees to be charged for copies of public records shall be ten (10) cents for each photocopy.

Section 4. The procedure to be followed in requesting inspection of public records shall be as follows:

(1) Requests for inspection of public records shall be made directly to the State Treasurer or to the designee;

(2) Requests to inspect public records shall be made in writing, describing in reasonably sufficient detail the records to be inspected. Inspection may be denied if the request is unreasonably burdensome or vague pursuant to KRS 61.822(6). Social Security, bank account, credit card, insurance policy, bond and stock certificate numbers shall not be available for inspection;

(3) Records shall be inspected and copied in the presence of a member of the State Treasury to protect the records from damage or disorganization, to lessen disruption of office procedure, to provide timely assistance and information upon request to the person requesting inspection, and to provide full access to public records;

(4) Suitable facilities shall be made available for inspection of public records.

Section 5. A copy of KRS 61.870 to 61.884 and this administrative regulation shall be displayed in the main reception room of the State Treasury on the first floor of the Capitol Annex. (12 Ky.R. 1193; eff. 2-4-86; Am. 21 Ky.R. 61; 911; eff. 9-12-94.)